



Job Announcement

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Opening Date:	January 8, 2015	Closing Date:	OPEN UNTIL FILLED
Job Title:	Event Coordinator	Position Type:	Regular Full-time
PIN:	077536	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts, Education Division	Grade/Salary:	J11 \$41,767 - \$49,745 (Depending on Qualifications)

Essential Functions: The Event Coordinator coordinates the logistics for all Education Division courses, programs, and special events including scheduling space, physical preparation of materials, catering, and room setup/take down. This position identifies and schedules facilities for educational events in consultation with the appropriate decision makers and stakeholders; conducts site evaluations; submits work orders; and ensures requested work is completed. The incumbent works with team members to ensure proper staffing of events and oversees completion of set-up and clean-up. This position also coordinates with the Judiciary Travel Manager to make travel and lodging arrangements throughout the state as needed; and communicates relevant travel policies and procedures to participants and instructors. The Event Coordinator will also ensure compliance with contracts for off-site locations, and procure supplies and equipment. The incumbent in this position may be required to work some evenings and weekends, and performs all essential functions as assigned.

Education: High School Diploma or GED

Experience: Minimum of three years of administrative work experience.

Preferred: Associate's or Bachelor's Degree. Previous work experience with online course delivery systems (webinars and web conferences) and operational policies/procedures in the area of travel and procurement. Two years of experience related to planning and managing events in an academic or professional setting. Knowledge of the Judiciary and the Education Division, including mission, vision, goals, and objectives.

Note: Working knowledge of legal terminology and understanding of the Maryland legal system highly helpful.

Skills/Abilities: Knowledge of event planning, execution principles and best practices, including design, organization, and production of complex events. Knowledge of the Judiciary and the Education Division, including mission, vision, goals, and objectives; Ability to demonstrate skill in long-range planning, project management, and organization, including the ability to advise outside event organizers, develop project timelines, and monitor progress; Ability to reason, research, and develop ideas that will result in new and improved methods, services, programs, and processes; Ability to maintain organization and exhibit good attention to detail; Ability to demonstrate strong interpersonal skills, and build and maintain relationships at all organizational levels with diverse populations of internal and external stakeholders; Ability to deliver exceptional customer service, anticipate needs, and address problems; Ability to use good judgment, and decision-making; Ability to identify, avoid, and resolve problems and conflicts; Ability to meet goals and objectives within budget and time constraints; Ability to guide and mentor less experienced staff; Ability to be flexible and take initiative in addressing unexpected issues, resolving problems; and improving business processes; Ability to demonstrate strong communications skills, oral and written, and to express information clearly and accurately to individuals and groups; Ability to draft and edit correspondence, reports, and course/program descriptions; Ability to demonstrate proficiency in Word, WordPerfect, Excel, PowerPoint, and Outlook; Ability to use database management, financial, personnel, registration and learning management systems software; Ability to maintain financial records and to work with the Accounting and Procurement Offices to process invoices, vendor accounts, and purchasing cards statements; Ability to read contracts and ensure compliance; Ability to perform basic computer maintenance and manage the computer training room; Ability to interpret and apply standard policies and procedures; Ability to work independently and as part of a

team; Ability to manage multiple priorities and complete demands; Ability to work some evenings and weekends; Ability to perform all essential functions of this position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted).

The candidate selected for this position will be subject to a background check. Materials must be received in the Human Resources department at the address below. The Human Resources Department does not accept faxes will not be responsible for applications/resumes sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.